SEMESTER END EXAMINATION JUNE-2023

Course Name: - B.Tech **Semester:- IV**

Paper Name: - Effective Technical Communication **Paper Code:- THS 401**

Time - 3 Hrs + 20 minutes per hour extra time for V.I. & examinees with writer. **Max Marks-70**

Instructions:

- The question paper consists of three sections namely A, B, C. All sections are compulsory.
- Section A- Each question carries 3 mark. All questions are compulsory.
- Section B- Answer any 5 out of 7 given questions in maximum one hundred fifty (150) words. Each question carries 7 marks.
- Section C- Answer any 2 out of 3 given questions in maximum three hundred (300) words. Each question carries 10 marks.

Section – A

Objective Questions

1. Answer all the following questions. **5×3 =15**

i) The Communication of space is called-

a) Kinesics
b) Proxemics
c) Oculesics
d) Chronemics

ii) It refers to a group or group of listeners who attend a presentation.

a) Audience
b) Interview
c) Group Discussion
d) Participant

iii) It is a form of communication in which a small number of people meet face-to-face, exchange ideas and arrive at a consensus.

a) Public Speaking
b) Presentation
c) Group Discussion
d) Interview

iv) It is a document that gives a summary of the job seeker's past and present achievements and credentials based on which the perspective employer can judge his/her potential.

a) Resumes
b) Report
c) Proposal
d) Thesis

v) The term refers to the movement of the parts of body to express or elaborate some messages.

a) Attitude
b) Paralanguage
c) Communication
d) Gestures

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Section – B

Short Answer Questions

2. Answer any five of the following questions in maximum 150 words. **5×7=35**

i) Discuss at least three ways in which non-verbal communication helps managers to interact with their subordinates effectively.

ii) Define a resume. What role does it play in getting you an interview for a job?

iii) What are the various patterns in which you can organize the contents of your presentations?

iv) What are some of the basic objectives of companies when they hold a GD on any issue?

v) Is effective communication and ethical communication the same thing. Justify?

vi) Why has interviews gradually become a very strategic tool of professional human resources management on the part of organization. Do you think this change is good? Give reasons.

vii) What is a business proposal and its various types?

Section – C

Descriptive Questions

3. Answer any two of the following question in maximum 300 words. **2×10=20**

i) Your company is considering a proposal to make an in-house canteen for office employees. Your office has around 100 employees. Make a report to give an estimate of the area, manpower, and money required to set-up and run the canteen.

ii) What are functional and non-functional roles in group discussions?

iii) What are telephone etiquettes and write a telephonic conversation on the delay of pizza delivery ordered online by Zomato.

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